

Northeast Fisheries Observer Program

SAFETY REFUSAL REPORT GUIDELINES
Reporting Refusals Due to Failure to Meet Safety Standards
May 1, 2006

Please complete this packet when encountering a vessel that requires observer coverage and does not meet the safety standards.

Attached to this safety refusal checklist includes:

- two letters to the captain citing the deficiency, and
- a blank Refusal Report.

Once a vessel has been determined to be unsafe to deploy either due to a lack of a current decal or missing or expired safety devices and the safety measures can not be corrected immediately:

- 1) Complete a Pre-Trip Vessel Safety Checklist;
- 2) Fill out one letter to the captain citing the deficiency;
- 3) Notify the captain and give him/her the completed letter of deficiencies;
- 4) Disembark from vessel and do not complete a trip on this vessel until corrective measures have been met;
- 5) Complete a second letter citing the deficiencies to keep for the record;
- 6) Complete a Refusal Report with your signature and date;
- 7) Contact your Area Coordinator by phone once off the vessel;
- 8) Email the Program Manager within 24 hours detailing the safety refusal and attaching an electronic copy of the Refusal Report; and
- 9) Fedex the safety refusal documents to NMFS within 48 hours (same address as your trips and can be included with other trips), including the letter citing the deficiency, the Pre-Trip Vessel Safety Checklist, and a signed Refusal Report.

It is critical to report these safety deficiencies in a timely manner and to have complete and accurate documentation of the event.